

# Auto Pay Instructions

1. First step click the “Auto Pay” button on the website  , once you have done this your screen should look like the image below:



2. Select one of the three payment types listed:
  - (a) Real Estate Taxes- If your parcel begins with a numerical, and this is your residence
  - (b) Mobile Home-If your parcel begins with J-K-L-M-N-O-P Q-R
  - (c) Business / Personal Property taxes- If your parcel begins with A-B-C-D-E-F-G-H-I
3. Once you select 1 search field of your choice hit submit, in the example below I have selected name.

Account #	Owner	Property Address	Due Date	Original Bill Total	View
<input type="checkbox"/> 7031499	NEW, RICKIE G AND	2348 S POST RD	5/10/2012	\$261.25	<a href="#">View</a>
<input type="checkbox"/> 7031499	NEW, RICKIE G AND	2348 S POST RD	11/13/2012	\$264.25	<a href="#">View</a>
<input type="checkbox"/> 7030631	NEW, RICKIE GENE	2340 S POST RD	5/10/2012	\$618.03	<a href="#">View</a>
<input type="checkbox"/> 7030631	NEW, RICKIE GENE	2340 S POST RD	11/13/2012	\$619.03	<a href="#">View</a>

4. Put a check by the account you wish to sign up for Auto Pay.

<input type="checkbox"/>	Account #	Owner	Property Address	Due Date	Original Bill Total	View
<input type="checkbox"/>	7031499	NEW, RICKIE G AND	2348 S POST RD	5/10/2012	\$261.25	<a href="#">View</a>
<input checked="" type="checkbox"/>	7031499	NEW, RICKIE G AND	2348 S POST RD	11/13/2012	\$264.25	<a href="#">View</a>
<input type="checkbox"/>	7030631	NEW, RICKIE GENE	2340 S POST RD	5/10/2012	\$618.03	<a href="#">View</a>
<input type="checkbox"/>	7030631	NEW, RICKIE GENE	2340 S POST RD	11/13/2012	\$619.03	<a href="#">View</a>

ADD TO SHOPPING CART

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5. Click the button add to shopping Cart in orange.



6. Select Express Registration “Register Now” button.

**MARION COUNTY AND INDIANAPOLIS**

**Your Invoice** 1 Invoice selected. Your Total Balance Due is \$0.00.

Type	Account #	Invoice #	Due Date	Balance Due	Options
1 Real Estate Taxes	1069059	2011-RE-1069059-1	5/10/2012	\$0.00	 

**Select More Invoices**  
You may continue to look for more invoices to add and pay. Please click the below button to be returned to your previous page.  
Additional invoices must be of the same type. If you wish to add a different type of invoice your current selections will be cleared at that time.

**Express Registration**  
You may skip the registration process and go directly to One Time Pay to pay this invoice.  
However, if you are a first time user, you will need to create an account to be able to use these extended features:  
• Review Invoice History  
• Review Payment History  
• Schedule Automatic Payments  
• Pay With Previously Saved Remittance Information

**One Time Pay**  
One Time Pay is the fastest way to make your payment. After clicking the "Pay Now" button below, you can enter your payment information and submit it for processing.

[Continue Shopping](#) [Register Now](#) [Pay Now](#)

7. Enter the appropriate information, and select “I Agree to the Terms & Conditions”.

[I Agree to the Terms & Conditions](#) ✓

8. Select “My Profile” and then select “My Bank Accounts”

**MARION COUNTY AND INDIANAPOLIS**

**My Account** ☐ **Customer Bank Accounts**

**My Profile** ☒ **NEW BANK ACCOUNT**

**My Bank Accounts**  
No Banks Currently Setup. Click 'Add New Bank' To Continue...

**My Credit Cards**  
Update Personal Info  
AutoPay  
Paperless Options  
Change Password

Save trees, checks, stamps, and time. Sign up for **AutoPay** and pay invoices automatically on their AutoPay collection day. [More...](#)

9. Click on New Bank Account, and enter your banking information then select Save:
- Bank Name
  - Bank Routing Number
  - Bank Account Number
  - Choose if this is a Personal Checking Account, Personal Savings Account, or Commercial Checking

**New Bank** ✕

Bank Name

Bank Routing Number  Account Number  Check Number

Bank Routing / Transit  Routing Number

Bank Account Number  Account Number

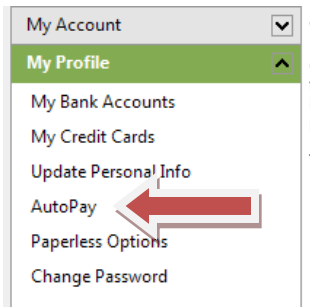
Account Type  Personal - Checking

Default ☐

[Save](#) [Cancel](#)

**Help?**  
Please enter the Routing # and Account # located at the bottom of your check into the corresponding fields below. There are three distinct sets of numbers separated by symbols.  
To help distinguish the numbers, locate the check number first. It will match the check number in the upper right corner of your check. There are two remaining sets of numbers. The routing # (9 digits long) will always be farther to the left than the account number.

10. Select “My Profile, then select the “AutoPay” option



11. Click the button in Green that says “Yes, Put me on AutoPay”, then click Save Changes.

12. The system will automatically send out a confirmation email, you must click the button at the bottom of the email marked “Complete Registration” in order to finalize the process.

13. Once “Complete Registration” has been clicked you have successfully signed up to have your property taxes taken out until you go into the system and mark “No, I do not want AutoPay”